

**TOWN OF BUENA VISTA
APPLICATION FOR MINOR SUBDIVISION
Code Section – Article III, Section 17-27**

For Town Use Only

Date App. Received:

Fee \$:

Deposit Paid \$: _____

Application Received by: _____

Important - Please Read The Following Information Carefully

It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Buena Vista Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of Buena Vista municipal offices at a nominal cost. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit all of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of application. Public meetings or public hearings will not be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.

Has this property ever been subdivided under the Minor Subdivision process? ☐ No ☐ Yes – Date _____

Comments: _____

APPLICANT INFORMATION

Date: _____

Name: _____

Mailing Address: _____

Mailing Address for Notices, if different from above: _____

Telephone: _____ Fax: _____ Cell: _____

PROPERTY SUBJECT TO APPLICATION

Street Address: _____

Practical Property Description: _____

Legal Description (may attach): _____

PROPOSED SUBDIVISION/PROJECT NAME _____

BRIEF DESCRIPTION OF SUBDIVISION PROPOSAL

Proposed Number of Lots and Type of Units (single-family, duplex, other):

Acres or Square Feet of Parcel: _____ **Existing Zoning:** _____

Surrounding Zoning – North: _____, South: _____, East: _____, West: _____,

Present Use of Subject Property: _____

Uses Surrounding Subject Parcel - North: _____ South: _____ East: _____ West: _____

UTILITY INFORMATION

Existing utility main lines currently serving subdivision property:

Water _____ Sewer _____ Electric _____ Gas _____

Proposed utility main line extensions to serve subdivision property:

Water _____ Sewer _____ Electric _____ Gas _____

Proposed number of new utility service connections within subdivision property:

Water _____ Sewer _____ Electric _____ Gas _____

STREET INFORMATION (Existing street(s) serving subdivision property):

Are new streets/alleys or street/alley extensions proposed to serve subdivision? Yes _____ No _____

Explain:

MISCELLANEOUS

Variance/exception/waiver requested* Yes ☐ No ☐ * Separate application required

Development/subdivision improvements agreement required/requested Yes ☐ No ☐

Other: _____

Property owner(s) if different from applicant (inclusive of mineral owners/lessees in accordance with C.R.S. § 24-65.5-103.):

Name	Mailing Address	Telephone

Attach additional sheets if necessary.

NOTE: In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the costs of same, inclusive of land planning, engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services will be required at the time of application.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief and that the property subject to this application has not previously been subject to a subdivision exemption. **I also acknowledge that I must notify all owners of any severed mineral estates associated with the real property subject to this application in accordance with C.R.S. § 24-65.5-103.**

Applicant

Date

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Application Checklist

- ☐ Complete, ☐ Incomplete – Comments: _____
 - ☐ Proof of ownership (deed) for project property.
 - ☐ Written authorization from property owner(s) for agent (if applicable).
 - ☐ Site plan. (20 copies)
 - ☐ Draft subdivision plat. (20 copies)
 - ☐ List of persons entitled to notice (by name and address).
 - ☐ Notice for mineral estate owners (if applicable) (See C.R.S. § 24-65.5-103).
 - ☐ Mailing envelopes (stamped and addressed) for persons entitled to notice.
 - ☐ Development/subdivision improvements agreement required/requested.
 - ☐ Variance/waiver requested and application (if applicable).
 - ☐ Fee.
 - ☐ Other _____.
 - ☐ Attach Minor Subdivision Application Complete Check in Form
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Referred to Planning and Zoning Commission for review and recommendation on: _____

☐ Notice of meeting sent to applicant on: _____

Recommendation of Planning and Zoning Commission entered on: _____

☐ Approved

☐ Denied

☐ Conditions: _____

Date of hearing before Board of Trustees: _____

☐ Notice of hearing sent to applicant on: _____

☐ Posted notice provided on: _____

☐ Mailed notice sent on: _____

☐ Notice published in newspaper on: _____

☐ Proof of notice to mineral estate owners (if applicable): _____

Date of decision of Board of Trustees: _____

☐ Approved

☐ Denied

☐ Conditions: _____
